

Roundtable Commissioner Job Description



POSITION CONCEPT:

The responsibility of a Roundtable Commissioner is to conduct a Roundtable to help units solve problems by providing *the skill to do* and *the will to do* and through discussing unit issues and linking units to district resources. It is the differences in each of the programs that create the need in each district to have separate program Roundtable Commissioners. It is certainly understandable why there are separate Roundtable Commissioners for each program.

Roundtable Commissioners are normally responsible for their entire Roundtable program: from planning to executing, to evaluating the effectiveness, to implementing positive changes and then starting the process all over all again.

In order to be successful, it is highly recommended that Roundtable Commissioners should have an Annual Planning Session, Quarterly or semi-annual update meetings and monthly team meetings. These planning meetings should always discuss the program options that best meet the needs of the district.

PROGRAM SPECIFIC ROUNDTABLE COMMISSIONER RESPONSIBILITIES:

The responsibilities of the Roundtable Commissioner are to:

- **Plan**
- **Supervise**
- **Recruit**
- **Train**
- **Evaluate**

To Plan. Planning the monthly Roundtable program.

They preside over the annual and monthly roundtable planning meeting, set goals, and establish written plans for the roundtable program.

They work with the district executive and district commissioner to establish an annual operating budget for the roundtables.

It is important to attend monthly commissioners' meetings to report on the roundtable activities and to alert unit commissioners to units whose leaders are not attending the roundtable.

Ensuring that quality roundtables take place as scheduled. (Roundtable commissioners may or may not conduct the roundtable themselves.)

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Making arrangements for roundtable to occur, such as: secure the meeting place, equipment, and supplies.

To Supervise. Supervising the delivery of program ideas and motivation to Scout leaders that will enable units to provide a more effective program to Scouts.

Having knowledge of Scouting literature and how to help leaders use it in support of their program is also essential.

To Recruit. Recruit sufficient numbers of Assistant Roundtable Commissioners.

To Train. Ensure the Roundtable Team is properly trained to become a quality roundtable team.

Roundtable Commissioners are responsible for their own training too. They need to take the training necessary to grow in experience and knowledge.

Training may be done through council-sponsored commissioners' conferences, roundtable workshops, national or regional conferences, etc.

To Evaluate. Conduct regular evaluations of the roundtables to determine how they can be improved.

Essentially Roundtable Commissioners have the operational responsibility for all Roundtable functions for their program.

Without a great Roundtable Commissioner leading the way the Roundtable Team will fall short of reaching their potential.

All Roundtable Commissioners and their respective Assistant Roundtable Commissioners should attend the monthly District Commissioner's Staff Meeting and they should provide appropriate updates related to District Roundtables and local unit needs, as appropriate, to the District Commissioner either directly or through the Assistant District Commissioner for Roundtable.

There are usually too many moving parts in a well-run Roundtable for one person to reasonably handle, so that is why recruiting a great team of Assistant Roundtable Commissioners is essential.

The entire Roundtable Team should have FUN!